

PERSONNELDefinitions

The following definitions in salary guides and schedules for employees of the Stafford County School Board shall apply:

A. Employees of the Board

All employees are "Employees of the Board" and whenever reference is made to employees without distinction, such statement shall refer to all employees with the exception of the division superintendent of schools.

B. Full-Time/Part-Time/Temporary/Restricted Licensed Employees**1. Full-Time Employees**

A full-time employee is defined as one who has a written contract or letter of employment based on a minimum of 37.5 hours a week.

2. Part-Time Employee

Part-time employee is defined as one who has a written contract or letter of employment based on a minimum of 18.75 hours per week.

3. Temporary/Hourly Employee

A temporary/hourly employee is defined as one who is employed to accomplish a given task within a specified length of time which is usually of a short duration. The temporary/hourly employee may be employed either full or part-time, but typically is hired on a day-to-day basis and paid on an hourly or daily basis. Temporary/hourly employees include summer school staff, adult education staff, homebound teachers, substitute teachers, substitute paraprofessionals, substitute secretaries and summer maintenance staff and other non-contracted positions.

PERSONNELDefinitions (continued)**B. Full-Time/Part-Time/Temporary/Restricted Licensed Employees (continued)****4. Restricted Licensed Employee**

A Restricted Licensed employee is defined as one who is employed for limited purpose and only for that period of time necessary to fill the short-term vacancy created by a licensed employee who is on an approved leave of absence.

Upon fulfillment of all contractual obligations and having completed the school year in good standing, a restricted licensed employee shall be given preference in the selection process for other positions in the division for which the employee is qualified.

C. Licensed Employees

Professional employees of the school division who hold a current teaching license issued by the Virginia Department of Education who are employed on a contractual basis by the school division, and are paid on the teacher salary schedule.

D. Service Employees

Service employees shall include those positions that have been assigned to the service wage and salary schedules as approved by the board.

E. Administrative Employees

Administrative employees shall be those persons, both licensed and service, who have been assigned to the administrative salary schedule.

F. Professional Employees

Nurses, Occupational Therapists, Physical Therapists, and other similarly and uniquely qualified state licensed individuals who are not required to have Department of Education licensure are also included in this category.

PERSONNELDefinitions (continued)

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